

Date

[Name of Utility]
Attn: [Utility Authorized Representative]
[Street Address]
[City, State, Zip]

Subject: [Fifteen (15)] [Five (5)] Day Notice of Contractor's Work Complete for Improvement Project Des. No. [1234567]

Dear [Utility Authorized Representative]:

In accordance with 105 IAC 13-3-4(c) this letter serves as your fifteen (15) day notice that [Contractor Company Name] expects to complete all the work you required by [MMM/DD/YYYY] on improvement project Des. No. [1234567].

These specific items of work were identified in the [Name of Utility] work plan approved [MMM/DD/YYYY] for proposed improvement project Des. No. [1234567 on SR 00 in County Name] County, Indiana.

We are providing the following information to assist in your planning:

- | | |
|----------------------------------|---|
| (1) Name or Route number: | [from SPMS schedule use "Route Number"] |
| (2) Geographical limits: | [from SPMS schedule use "Location", "From RP", "To RP" and include drawing if available.] |
| (3) General description of work: | [from SPMS schedule use "Work Type"] |

Please contact: [Contractor Representative Name, Contractor Company Name, Street Address, City, State, Zip Code, Tel: 123-456-7890, Fax: 123-456-7890, insert.email@address.here.com] with any questions you have regarding the work we have completed.

Sincerely;

[Contractor Representative Name]
[Contractor Company Name]

Cc: File
INDOT, [Utility Engineer Name]